

TREE & LANDSCAPE PERMIT APPLICATION PACKET

Applicants must complete the entire packet, fill in all applicable areas, and submit with permit fee before application will be reviewed.

Checklist

- ☐ Part 1. Permit Application
- ☐ Part 2. Tree Inventory Worksheet
- ☐ Part 3. Tree Mitigation Worksheet
- ☐ Part 4. Replacement Requirement Worksheet
- ☐ Part 5. Minimum Landscape Requirements Worksheet
- ☐ Part 6. Tree & Landscape Plan
- ☐ Part 7. Security Deposit Worksheet

Contact Information

Engineering Department
763-593-8030 | EngineeringDept@goldenvalleymn.gov

City Code Chapter 111

www.goldenvalleymn.gov/City-Code
Click “City Code,” then search “Tree and Landscape.”



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.



PERMIT APPLICATION



Tree & Landscape

Tree & Landscape Permits are required for all new construction and demolition projects, for projects that increase the building footprint by 100 percent in single-family residential (R1 and R2) zoning districts, and for projects that increase impervious areas by 10 percent in all other zoning districts. Multi-lot or two-phase development projects may require additional permits. Note: It may take up to a minimum of 15 business days to review a complete application.

Property address/location

Description of project

Applicant

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

| | | |
|-------|------------|-------|
| Phone | Cell phone | Email |
|-------|------------|-------|

Property owner (if different than above)

| | | | |
|---------|------|-------|-----|
| Address | City | State | Zip |
|---------|------|-------|-----|

| | | |
|-------|------------|-------|
| Phone | Cell phone | Email |
|-------|------------|-------|

I have read and understand all applicable information included in this application packet. I certify that the information supplied in this application is correct. If granted this permit, I agree to comply with all regulations, limitations, and conditions that apply to Golden Valley's tree and landscape plan ordinance. Individual(s) representing the City of Golden Valley have the legal authority to bind the applicant to all terms, conditions, and provisions contained herein.

| | | |
|-----------------------|--------------|------|
| Applicant's signature | Printed name | Date |
|-----------------------|--------------|------|

Staff Use Only

Date applied: _____ Application complete: ☐ Yes ☐ No Permit: ☐ Approved ☐ Denied

Single Family Residential: \$150 Security amount: \$ _____ Total: \$ _____

All Other Projects: \$500 Security amount: \$ _____ Total: \$ _____

Paid: ☐ Yes ☐ No ☐ Invoiced Paid: ☐ Yes ☐ No ☐ Type _____

Administrator's Signature

Date

Tree Inventory

Identify the **Significant (S)** and **Legacy (L)** trees by ID number, species, size, and type (S or L) and show their locations on the survey or inventory map (see example below). **Significant Trees:** (6 inches diameter or greater for hardwoods such as oak, maple, walnut, birch, black cherry, honey locust, basswood, hackberry; 12 inches diameter or greater for softwoods such as cottonwood, poplar, aspen, ash, box elder, willow, silver maple, elm; 4 inches diameter or greater for conifers). **Legacy Trees:** (30 inches diameter or greater for hardwoods and 24 inches diameter or greater for conifers). *If the site has no Significant or Legacy Trees, skip the Tree Inventory and Tree Mitigation sections.*

EXAMPLE:

| ID# | Species | Size | Type |
|-----|---------|------|------|
| 1 | Maple | 14" | S |

| ID# | Species | Size | Type |
|-----|---------|------|------|
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| ID# | Species | Size | Type |
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| ID# | Species | Size | Type |
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Total number of Significant and Legacy trees on site: _____

Tree Mitigation (complete this section to determine if mitigation is required)

| | | | |
|---|---------|---|---------|
| 1. Total number of Significant and Legacy trees on site | _____ | <input type="checkbox"/> Mitigation not required: Move on to <i>Minimum Landscape Requirements</i> section. | |
| 2. Multiply by: 15% residential development 20% phase one of a two-phase development 30% commercial development | x _____ | <input type="checkbox"/> Mitigation required: Complete <i>Tree Mitigation</i> and <i>Replacement Requirement</i> sections before moving on to <i>Minimum Landscape Requirements</i> section | |
| 3. Number of tree removals allowed before mitigation is required (round down to the next whole number) | = _____ | 5. Number of Significant tree removals from line 4 | _____ |
| 4. Number of Significant and Legacy tree removals necessary to complete the project | _____ | 6. Subtract allowable removals from line 3 | - _____ |
| If line 4 is greater than line 3, mitigation is required. | | 7. Total number of trees needed to mitigate (use this number to complete <i>Replacement Requirement</i> section) | = _____ |

→ continued

Replacement Requirement (if mitigation is necessary)

| | Tree Replacement Options (Pick One Category) | | |
|---|--|---|---|
| Identify Trees To Mitigate (start with large trees first) | Category A Deciduous (4" diameter) Conifers (at least 12' high) | Category B Deciduous (2.5" diameter) Conifers (at least 6' high) | Category C Deciduous (1.5" diameter) Conifers (at least 4' high) |
| Legacy Trees (see Tree Inventory section for definition) _____ | x 3 _____ | x 6 _____ | x 12 _____ |
| Hardwoods 21"-29" diameter _____ | x 2 _____ | x 4 _____ | x 8 _____ |
| Softwoods greater than 24" diameter _____ | x 2 _____ | x 4 _____ | x 8 _____ |
| Conifers 19"-24" diameter _____ | x 2 _____ | x 4 _____ | x 8 _____ |
| Hardwoods 6"-20" diameter _____ | x 1 _____ | x 2 _____ | x 4 _____ |
| Softwoods 12"-24" diameter _____ | x 1 _____ | x 2 _____ | x 4 _____ |
| Conifers 4"-18" diameter _____ | x 1 _____ | x 2 _____ | x 4 _____ |
| Total _____ (should match line 7 on <i>Tree Mitigation</i> section) | _____ | _____ | _____ |
| Permit holder will plant _____ Category A, _____ Category B, and/or _____ Category C trees to meet mitigation requirements. | | | |

Minimum Landscape Requirements (complete this section to calculate minimum landscape standards for the property)

| Zoning District | | |
|--|--|---|
| Single-Family Residential (R-1 or R-2): New construction or 100 percent increase in building footprint of principle structure requires a minimum planting of three trees (one of which must be located in the front yard), and a minimum combined planting of five shrubs and perennials. | Industrial/Light Industrial: New construction or 10 percent increase in impervious surface requires a minimum planting of one tree per 50 linear feet of perimeter abutting or adjacent to street frontage, residential property, or regional trail and a minimum combined planting of one shrub or perennial per five linear feet of same perimeter. | All Other (Multi-Family Residential, Mixed Use, Office, Commercial, Institutional): New construction or 10 percent increase in impervious surface requires a minimum planting of one tree per 50 linear feet of perimeter and a minimum combined planting of one shrub or perennial per five linear feet of perimeter. |
| Trees Existing: _____ (total) _____ (front yard) _____ (rear/side yards) To be Planted: _____ (total) _____ (front yard) _____ (rear/side yards) | _____ Total perimeter length ÷ 50 = _____ (number of trees to plant and/or preserve) ÷ 5 = _____ (number of shrubs/perennials to plant and/or preserve) | _____ Total perimeter length ÷ 50 = _____ (number of trees to plant and/or preserve) ÷ 5 = _____ (number of shrubs/perennials to plant and/or preserve) |
| Shrubs/Perennials Existing: _____ (total) _____ (front yard) _____ (rear/side yards) To be Planted: _____ (total) _____ (front yard) _____ (rear/side yards) | | |



Tree & Landscape Plan

Attach plan that identifies Significant and Legacy trees, tree protection measures, and all new landscape plantings (if applicable).

Financial Security Deposit (fill in only those items that apply to your project)

Note: Security will be held for one year following City inspection and acceptance of completed project. Contractor must notify City staff when landscape installation is completed so the one-year warranty period can be recorded.

Tree Mitigation

Number of Category B* trees required for mitigation _____ x \$500/tree = \$ _____

**If choosing to plant Category A or C trees, provide number of equivalent Category B trees for this calculation.*

Minimum Landscape Requirements

Number of trees (if not covered by mitigation above) _____ x \$500/tree = \$ _____

Number of shrubs _____ x \$40/shrub (in No. 5 container or larger) = \$ _____

Number of perennials _____ x \$20/perennial (in No. 2 container or larger) = \$ _____

Number of acres native vegetation seeding _____ x \$3,500/acre = \$ _____

Tree Protection

Estimated cost of tree protection (fencing, other) \$ _____

Subtotal (add lines above) \$ _____

x 125%

Total Financial Security \$ _____

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

| | | |
|--|---|--|
| Print or type. See Specific Instructions on page 3. | 1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) | |
| | 2 Business name/disregarded entity name, if different from above. | |
| | 3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.) |
| | 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/> | |
| | 5 Address (number, street, and apt. or suite no.). See instructions. | Requester's name and address (optional) |
| | 6 City, state, and ZIP code | |
| | 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | | | | |
|---------------------------------------|--|--|--|---|---|--|--|---|--|--|--|
| Social security number | | | | | | | | | | | |
| | | | | - | | | | - | | | |
| or | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | |
| | | | | | - | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

| | | |
|------------------|--------------------------|------|
| Sign Here | Signature of U.S. person | Date |
|------------------|--------------------------|------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

DATA PRACTICES ADVISORY
TENNESSEN WARNING – PERMITS AND LICENSES

You are being asked to answer questions and provide information pursuant to a permit or license application process that is required by Minnesota state law or the Golden Valley City Code. The purpose and intended use of the requested data is to verify that you meet the requirements of the state statutes and city code provisions and, if the permit or license is approved, to verify that all required data remains current.

Some of the information you provide on this application is considered private data under the Minnesota Government Data Practices Act (the "Act"). This information will be used by the City and its agents involved in the review of this application. You are not required by state law or City Code to answer questions or provide the information requested. However, a refusal to answer questions or provide the information requested will prevent the City from processing the permit or license for which you are applying.

The following data collected, created, or maintained is classified under the Act as public data once a license has been approved (Minn. Stat. § 13.41, subd. 5):

1. Data submitted by applicants (including name, email, telephone numbers, and addresses).
2. Orders for hearing, findings of fact, conclusions of law, and specification of any final disciplinary action.
3. Entire record concerning any disciplinary proceeding.
4. License numbers and status.

The following data collected, created, or maintained is classified under the Act as private or confidential data (Minn. Stat. § 13.41, subd. 2; Minn. Stat. § 13.37, subd. 1):

1. Active investigative data relating to complaints against any license.
2. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to disclosure.
3. The information related to unsubstantiated complaints when it is not maintained in anticipation of legal action.
4. Inactive investigative data relating to violations of statutes or rules.
5. Record of disciplinary proceedings, except as limited by the provisions above.
6. Trade secrets, as defined under Minnesota law.
7. Sensitive security and safety information.

The City of Golden Valley may make any private or confidential data accessible to an appropriate person or agency if the City determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety. Building plans that contain security information will not be given to the public and will be provided only to the permit applicant or others as authorized by the permit applicant, and to government officials who have a need to review them. Other building plans are available to anyone.

Certification: I have read and certify the information in this application is true and correct. I further understand that the giving of false information in this form and/or the failure to give requested information may be cause for immediate revocation of any and all licenses and/or permits issued hereunder. I understand the above information regarding my rights as a subject of government data and applicant for a license or permit from the City of Golden Valley.

Note: Proper signature is required. If a corporation owns the establishment, an officer of the corporation must sign below; if a partnership, the managing partner; if an individual, the owner.

Signature

Date

Print Name

Print Title

Establishment Name (DBA) or Trade Name